



A Tradition of Stewardship
A Commitment to Service

County Executive Office

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COUNTY OF NAPA
CLERK OF THE BOARD'S OFFICE
REQUEST FOR INFORMATION

In order for us to effectively serve you, please complete the information below:

Name and address: _____

Business Name and address (if applicable): _____

Daytime Phone Number: _____ Email Address: _____

Date of Request: _____ Date Information Needed By: _____

Type of document(s) requested (i.e., Resolution, Minutes, Ordinance, Board Letter, Agreement, copy of CDs – please include the number of the document or date of the meeting if available):

Subject matter(s): (i.e.: specific topic) Check here if additional pages are attached:

Signature _____

PLEASE NOTE: Requests for information are completed in the order received, and will be addressed as quickly as possible. For requests requiring additional time (for record retrieval off site), you will be notified of the approximate time required to complete the request. Fees for copies and/or CD's may be requested prior to duplication being performed.

FEES

Napa County Resolution No. 2016-42

Copies: \$3.00 first 5 pages (.60 cents per page) each additional page .10 cents.

CDs: \$11.00 per quarter hour plus .20 cents per CD. – meetings may be viewed via the web @ www.countyofnapa.org

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